

**Charlotte County
Board of County Commissioners
Community Action Agency Advisory Board
April 19, 2012 Meeting Minutes**

Members Present:

Phillip Wickstrom, Frank Desguin, Alleen Miller, Stephen R. Deutsch, Paul Froeschle, Kim Gaut, Kathleen Nelson, Diane Corriveau

Members Excused:

None.

Members Absent:

Mary (Dee) Rutko, Peter Burnett, Michael Haymans, Eunice Wiley

Staff Present:

Emily Lewis, Althea Connor, Jessica Ralston

1. Roll Call

Everyone present introduced themselves to the group. Frank Desguin chaired the meeting at 4:00 PM.

2. Approval of Meeting Minutes (January) – *Vote Required*

A quorum was present. Frank Desguin entered a motion to approve the minutes of the January meeting and Alleen Miller seconded the motion; minutes approved by unanimous acclamation.

3. Membership Update

All members have re-certified and will continue to serve on the board for another year. Diane Corriveau, disadvantaged citizen representative for the mid-county area, has returned to continue her membership with the board.

4. Department Update

Emily Lewis introduced board to Jessica Ralston, the new Program Specialist on staff. Emily Lewis also informed board of new assignments/changes given to current Human Services staff members. Emily Lewis notified board of change in department database production website.

Emily Lewis advised board of recent audit. She stated that the Bylaws committee has yet to return the outcome of that audit that that we are waiting on the monitoring report from state in which we will have 45 days to respond. Emily also advised the board that the County Attorney has changed and that there is currently a temporary County Attorney assigned to our department.

.

5. Household and Work Plan Goals Reports, 2nd Quarter (Attachment A-Household Report)

Althea Connor distributed the second quarter (10/1/11 – 3/31/11) Household Report (Attachment A). The report provides the number of individuals and households served through the Low Income Home Energy Assistance Programs (LIHEAP), Water and Food Pantry programs based on goals set forth by department versus how many individuals/households that attained services through the fiscal year.

Commissioner Deutsch question why do we think there was such an extensive increase in 1.2H area referring to obtaining safe and affordable housing. Althea Conner answered due to our office viewing the households instead of actual individuals in the household, the number was significantly lower than it should be. Now that our office is viewing per member of household, we can get a more accurate accounting of services provided. Diane Corriveau raised the question what we consider to be affordable housing. Emily Lewis responded with 30% of the household's income. Diane Corriveau brought up the issue about gas price increase and if we have seen any clients that are bringing up issues regarding gas prices. Emily Lewis stated that we had a discussion today regarding that issue as most of our clients who have vehicles are stating that since the increase in prices they are not being able to afford to put the gas in their vehicles. Emily also noted that our department is working on trying to find a way to get gas cards or something that will allow our clients to purchase gas, but withhold the option of purchasing other items that are sold in the gas station itself.

Althea Connor distributed the Non-ARRA Participant Report(Attachment B); 2011-2012 Quarterly Report(Attachment C) and Community Service Block Grant Work Plan).(Attachment D).

6. CSBG Modification – *Vote Required* (Attachments B- FY2012 CSBG Contract, Modified Service Delivery Plan, Attachment C-Modified Attachment B-3 Budget Detail, Attachment D-Community Service Block Grant Work Plan)

Emily Lewis received notification of a base increase to Community Services Block Grant (CSBG) funding. The budget modification includes adding an additional \$10,000 of funds toward CSBG programs in which there are three particular areas that will be affected, i.e., the CSBG Budget itself, LIHEAP Budget, and the Housing and Assistance Budget.

Emily Lewis reviewed the FY 2012 CSBG Contract, Modified Service Delivery Plan with the board and stated that our staff's recommendation for changes to the work plan and budget for which particular areas of interest the revised monies should be allocated. The main area of concentration is on the Self-Sufficiency Program. Emily discussed an In-House On the Job Training(OJT) Coordinator in our office where we can utilize our client's needs for OJT whether in an office setting or out in the field with Housing Department to utilize construction trades. The initial intention was to hire an outside business to train our clients, but until we can implement the plan, we will utilize an In-House On the Job Training Coordinator for our clients to retain skills for achieving success in a career and to learn home maintenance necessities.

Emily discussed the new contract with Solstice Consumer Services in which our clients will undergo financial counseling and credit repair.

Phil Wickstrom entered a motion to approve the budget modifications as proposed seconded by Alleen Miller. The CSBG Budget, LIHEAP and Housing Assistance Modifications (Attachments B, C&D) were approved by unanimous acclamation.

7. Public Comments: None.

8. Staff and Members' Comments: Stephen R. Deutsch brought to the boards attention Stillwater house and opened the floor to any comments, suggestions and recommendations for this property. Emily Lewis informed board of the upcoming Weed & Seed Event located around the Family Service Center which will encompass crime prevention and programs that will reduce/eliminate crime. It will also be a chance for the community to inform necessary personal on which, if any, programs are absent from our youth and what is not readily available to our citizens.

9. Adjournment:

The meeting was adjourned at 4:55 pm. The next CAAAB meeting will be held Thursday, July 19, 2012 at Tringali Park 3460 N. Access Rd., Englewood, FL 34224.

Respectfully Submitted,



Recording Secretary